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OF THE AIR FORCE**



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Supplement**

**24 JUNE 2016**

**Personnel**

**SAFETY AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Awards and Decorations* Programs. It describes the Air Force Safety Program Awards and the purpose, eligibility requirements, selection criteria, and nomination processes for each. It applies to all Air Force organizations and personnel, including the Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. This publication may be supplemented at any level; however, all supplements that directly implement this instruction must be routed to AFSEC/SEA for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. No waivers may be granted for any part of this publication. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37

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**(PACAF)** This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2833, *Safety Awards*, dated 31 October 2012, Incorporating Change 1 dated 9 May 2014. This supplement applies to Pacific Air Forces (PACAF) personnel. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units and AFRC unit members, but does apply to Air Force Reserve members assigned to PACAF units or activities. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to PACAF/SE for coordination prior to certification and approval.

### ***SUMMARY OF CHANGES***

This interim change revises AFI 36-2833 by adding the System of Cooperation Among the Air Forces of the Americas (SICOFAA) Flight Safety Award.

**(PACAF)** This publication has been substantially revised and must be completely reviewed. Major changes include realignment of PACAF award references and names. PACAF-level award nominations are updated to allow for a maximum of 10 single-line bullets, with the exception of awards that allow for a narrative format which are updated to allow for 20 lines maximum, and PACAF-level awards that may be competed for AF-level awards. The PACAF Aircrew of Distinction for single seat aircraft was deleted and a PACAF Pilot of Distinction Award was added. Additional added awards include the Weapons Safety Manager of the Year, PACAF Outstanding Contribution to a Mishap Investigation, and PACAF Industrial Safety awards.

Section A—General Information	8
1. Commanders’ and Directors’ Program. ....	8
2. Administrative Procedures. ....	8
Section B—Secretary of the Air Force Safety Award	11
3. Purpose. ....	11
4. Eligibility. ....	11
5. Selection Criteria. ....	11
Table 1. Safety Awards. ....	12
6. Nomination Procedures. ....	15
7. Purpose. ....	15
8. Eligibility. ....	15
9. Selection Criteria. ....	15
10. Nomination Procedures. ....	15
11. Purpose. ....	15
12. Eligibility. ....	15
13. Selection Criteria. ....	15
14. Nomination Procedures. ....	16
15. Presentation. ....	16
16. Purpose. ....	17
17. Eligibility. ....	17
18. Selection Criteria. ....	17
19. Nomination Procedures. ....	17
Section F—Air Force Chief of Safety Special Achievement Award	17
20. Purpose. ....	17
21. Eligibility. ....	17
22. Selection Criteria. ....	18
23. Nomination Procedures. ....	18
Section G—Safety Career Professional of the Year Award	18
24. Purpose. ....	18
25. Eligibility. ....	18
26. Selection Criteria. ....	18
27. Nomination Procedures. ....	19

Section H—Air Force Nuclear Surety Outstanding Achievement Award	19
28. Purpose. ....	19
29. Eligibility. ....	19
30. Selection Criteria. ....	19
31. Nomination Procedures. ....	20
Section I—Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety	20
32. Purpose. ....	20
33. Eligibility. ....	20
34. Selection Criteria. ....	20
35. Nomination Procedures. ....	20
Section J—Air Force Chief of Safety Outstanding Achievement Award for Ground Safety	21
36. Purpose. ....	21
37. Eligibility. ....	21
38. Selection Criteria. ....	21
39. Nomination Procedures. ....	22
Section K—Air Force Chief of Safety Aircrew of Distinction Award	22
40. Purpose. ....	22
41. Eligibility. ....	22
42. Selection Criteria. ....	22
43. Nomination Procedures. ....	23
Section L—Air Force Chief of Safety Aviation Maintenance Safety Award	23
44. Purpose. ....	23
45. Eligibility. ....	23
46. Selection Criteria. ....	23
47. Nomination Procedures. ....	23
Section M—Air Force Chief of Safety Cyber Safety Award	24
48. Purpose. ....	24
49. Eligibility. ....	24
50. Selection Criteria. ....	24
51. Nomination Procedures. ....	24
Section N—Air Force Chief of Safety Space Safety Award	24
52. Purpose. ....	24

53.	Eligibility. ....	24
54.	Selection Criteria. ....	25
55.	Nomination Procedures. ....	25
Section O—Aero Club Safety Certificates		25
56.	Purpose. ....	25
57.	Eligibility. ....	25
58.	Nomination Procedures. ....	25
Section P—Aviation Safety Well Done Award		26
59.	Purpose. ....	26
60.	Eligibility. ....	26
61.	Selection Criteria. ....	26
62.	Nomination Procedures. ....	26
Section Q—Ground/Weapons Safety Well Done Award		27
63.	Purpose. ....	27
64.	Eligibility. ....	27
65.	Selection Criteria. ....	27
66.	Nomination Procedures. ....	27
Section R—Air Force Safety Hall of Fame Award		28
67.	Purpose. ....	28
68.	Eligibility. ....	28
69.	Selection Criteria. ....	28
70.	Nomination Procedures and Presentation. ....	28
Section S—On-the-Spot Recognition and Appreciation Awards		29
71.	Purpose. ....	29
72.	Eligibility. ....	29
73.	Recognition. ....	29
74.	Organizational Coins. ....	29
Section T—National Safety Council (NSC) Awards		30
75.	Purpose. ....	30
76.	Please contact the NSC at customerservice@nsc. ....	30
77.	The SICOFAA Flight Safety Award promotes safety in the Western Hemisphere Air Forces by recognizing worldwide flight safety accomplishments of its military organizations. ....	30

Section U—(Added-PACAF) PACAF-Level Awards [No Applicable Air Force-Level Award]	30
Section UA—(Added-PACAF) PACAF Commander	30
78. (Added-PACAF) Purpose. ....	30
79. (Added-PACAF) Eligibility. ....	30
80. (Added-PACAF) Selection Criteria. ....	30
81. (Added-PACAF) Nomination Procedures. ....	30
Section UB— (Added) – PACAF Flight Safety Officer and NCO of the Year..	30
(Added) – PACAF Flight Safety Officer and NCO of the Year. ....	31
82. (Added-PACAF) Purpose. ....	31
83. (Added-PACAF) Eligibility. ....	31
84. (Added-PACAF) Selection Criteria. ....	31
85. (Added-PACAF) Nomination Procedures. ....	31
<b><i>Section UC—(Added) PACAF Weapons Safety Manager of the Year</i></b>	
31	
86. (Added-PACAF) Purpose. ....	31
87. (Added-PACAF) Eligibility. ....	31
88. (Added-PACAF) Selection Criteria. ....	31
89. (Added-PACAF) Nomination Procedures. ....	32
Section UD—(Added-PACAF) PACAF Pilot of Distinction	32
90. (Added-PACAF) Purpose. ....	32
91. (Added-PACAF) Eligibility. ....	32
92. (Added-PACAF) Selection Criteria. ....	32
93. (Added-PACAF) Nomination Procedures. ....	33
Section UE—(Added-PACAF) PACAF Unit Safety Representative of the Year.	33
94. (Added-PACAF) Purpose. ....	33
95. (Added-PACAF) Eligibility. ....	33
96. (Added-PACAF) Selection Criteria. ....	33
97. (Added-PACAF) Nomination Procedures. ....	33
Section UF—(Added-PACAF) PACAF Motorcycle Safety Representative of the Year	34
98. (Added-PACAF) Purpose. ....	34
99. (Added-PACAF) Eligibility. ....	34
100. (Added-PACAF) Selection Criteria. ....	34

101. (Added-PACAF) Nomination Procedures. ....	34
Section UG—(Added-PACAF) PACAF Traffic Safety Outstanding Achievement Award.	34
102. (Added-PACAF) Purpose. ....	34
103. (Added-PACAF) Eligibility. ....	34
104. (Added-PACAF) Selection Criteria. ....	34
105. (Added-PACAF) Nomination Procedures. ....	34
Section UH—(Added-PACAF) PACAF Flight Safety Certificates.	34
106. (Added-PACAF) Purpose. ....	34
107. (Added-PACAF) Eligibility. ....	35
108. (Added-PACAF) Selection Criteria. ....	35
109. (Added-PACAF) Nomination Procedures. ....	35
Section UI—(Added-PACAF) PACAF Explosive Safety Certificates	36
110. (Added-PACAF) Purpose. ....	36
111. (Added-PACAF) Eligibility. ....	36
112. (Added-PACAF) Selection Criteria. ....	36
113. (Added-PACAF) Nomination Procedures. ....	36
Section UJ—(Added-PACAF) PACAF Outstanding Contribution to a Mishap Investigation Award	37
114. (Added-PACAF) Purpose. ....	37
115. (Added-PACAF) Eligibility. ....	37
116. (Added-PACAF) Selection Criteria. ....	37
117. (Added-PACAF) Selection Criteria. ....	37
118. (Added-PACAF) Nomination Procedures. ....	37
Section UK—(Added-PACAF) PACAF Industrial Safety Award	37
119. (Added-PACAF) Purpose. ....	37
120. (Added-PACAF) Eligibility. ....	38
121. (Added-PACAF) Selection Criteria. ....	38
122. (Added-PACAF) Nomination Procedures. ....	38
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>39</b>
<b>Attachment 1—(PACAF) GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>41</b>
<b>Attachment 2—CITATION FORMAT FOR SAFETY AWARDS</b>	<b>42</b>

Attachment 3—CITATION FORMAT FOR SAFETY AWARDS	43
Attachment 4—AWARDS BOARD FLOW PROCESS	44

## *Section A—General Information*

### **1. Commanders' and Directors' Program.**

1.1. The Air Force Safety Awards Program recognizes outstanding safety acts and achievements, see [Table 1](#) for awards covered by this instruction.

1.2. The Air Force encourages commanders at all levels of command, especially at installation level, to develop and establish recognition programs that complement the Safety Awards Program.

1.3. **(Added-PACAF)** The PACAF safety awards program complements the Air Force awards program.

### **2. Administrative Procedures.**

2.1. MAJCOMs, DRUs, and FOAs will follow the instructions of this AFI.

2.2. Commanders and Directors:

2.2.1. Publicize the awards program and review achievements often to make sure deserving persons and organizations receive consideration.

2.2.2. May nominate one individual or unit for single award categories. May nominate an individual or unit for more than one award; may nominate an individual or unit for more than one award for the same act.

2.2.2.1. **(Added-PACAF)** NAF personnel may be nominated for individual, team, or unit awards, unless otherwise stated in this Instruction.

2.2.3. Send nominations for safety awards to the Air Force Safety Center (AFSEC/SEA) through command channels by 15 November after the fiscal year award period, unless otherwise specified.

2.2.3. **(PACAF)** Send all nominations for safety awards electronically from the wing safety office, endorsed by the wing commander, to HQ PACAF/SE organizational e-mail address ([pacaf.sev3@us.af.mil](mailto:pacaf.sev3@us.af.mil)), Subject: Your NAF/Wing PACAF Safety Awards, no later than 25 October unless otherwise approved by PACAF. NAF-staff nominations must be endorsed by the NAF/CC and submitted per the previous instructions. Submit Wingman/Well Done Awards within 90 days of the event. Award submissions not meeting the specified timelines will not be considered.

2.2.3.1. Each nomination will be submitted using the most current version of the AF Form 1206, *Nomination for Award*. Only include achievements and contributions for the period 1 October through 30 September for the fiscal year under consideration.

2.2.3.2. Nominations are limited to a maximum of 20 lines using the Air Force Form 1206. Use bullet statements only, with the exception of the Koren Kolligian Trophy, Air Force Chief of Safety Aircrew of Distinction Award Aviation Safety



Well Done Award and Ground/Weapons Safety Well Done Award which may be submitted in narrative format. List uncommon acronyms at the bottom of AF Form 1206. Submit nomination packages electronically to the Air Force Safety Awards Program Manager.

2.2.3.2.1. **(Added-PACAF)** Nominations for PACAF-level only awards (Section U) are limited to a maximum of 10 single-line bullets using the Air Force Form 1206, with the exception of the PACAF Commander's Trophy and the PACAF Weapons Safety manager of the Year awards which allow for up to 20 bullets, and the PACAF Pilot of Distinction Award, the Well Done Awards, and the PACAF Outstanding Contribution to Mishap Investigation Awards which allow for a 20-line narrative format. Additionally, Include only bullets/information that support the selection criteria listed for each award. Bullets/information that do not reasonably support the selection criteria will not be considered. List uncommon acronyms at the bottom of AF Form 1206. Nominations with greater than the specified bullets or narrative lines will not be considered.

2.2.3.2.2. **(Added-PACAF)** For individual awards and team awards consisting of less than 6 personnel, include a professional "go-by" name for each person at the bottom of the AF Form 1206. For unit award nominations include the "go-by" name for the commander or appropriate designee, such as the Chief of Safety for safety office awards. This allows COMPACAF to write a personal note to award winners. Professional go-by names may include call signs, first names, or nicknames.

2.2.3.3. Include a final citation, between 10 to 13 lines (word doc., orientation-landscape, Microsoft Word® Times New Roman, 12-font size) as specified in the nomination procedures for each award, see examples in Attachment 2 and Attachment 3. Do not submit a citation for the following: Secretary of the Air Force Safety Award, Maj Gen Foulois Memorial Award, and the Colonel Will L. Tubbs Memorial Award for Ground Safety.

2.2.3.3.1. **(Added-PACAF)** Citations are not required for PACAF-level awards, with the exception of the PACAF Weapons Safety Manager of the Year and the PACAF Pilot of Distinction. These two awards require citations because they may be cross-competed for AF-level awards. See the appropriate award nomination requirements in Section U.

## 2.3. AFSEC:

2.3.1. Provides funds to purchase appropriate awards for nominations approved by the Secretary of the Air Force, Chief of Staff and Air Force Chief of Safety.

2.3.1.1. **(Added-PACAF)** HQ PACAF provides funds to purchase awards for all PACAF award winners.

2.3.2. Assembles the Annual Safety Awards Board which includes representatives from AF/A3O, Current Operations; AF/A4L, Directorate of Logistics; and AFIA, Air Force Inspection Agency. In addition, AFSEC provides members from SES, Space Safety Division; SEG, Ground Safety Division; SEF, Flight Safety Division, SEW, Weapons

Safety Division; and Career Field Manager in an advisory role. The Board must include two rated officers. See Attachment 3 for annual Safety Awards Board process.

2.3.2.1. **(Added-PACAF)** The PACAF Safety Awards Board is chaired by PACAF/SE or designated representative and is comprised of safety representatives from flight, weapons, and occupational safety disciplines. The board will convene shortly after the no-later-than submission date to select award winners. Where appropriate, winning packages will be forwarded to HQ AFSEC for Air Force-level safety award/certificate consideration.

2.3.3. Provide award and recipient information sufficient to publicize safety award to AFSEC/ PA, Public Affairs, office.

2.3.4. Prepares letter authorizing a military individual award recipient to wear the Air Force Recognition Ribbon and a civilian recipient to wear the lapel pin.

2.4. SAF/MR, Assistant Secretary of the Air Force for Manpower and Reserve Affairs, serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review and execution of plans, policies, programs, and budgets addressing Awards and Decorations.

2.5. AF/A1, Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services, develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Awards and Decorations Program.

## 2.6. **Recipients:**

2.6.1. Persons honored for individual actions may wear the Air Force Recognition Ribbon for the following awards:

2.6.1.1. Koren Kolligian, Jr., Trophy.

2.6.1.2. Chief of Safety Special Achievement Award.

2.6.1.3. Air Force Nuclear Surety Outstanding Achievement Award.

2.6.1.4. Safety Career Professional of the Year Award.

2.6.1.5. Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety.

2.6.1.6. Air Force Chief of Safety Aircrew of Distinction Award.

2.6.1.7. Aviation Well Done Award.

2.6.1.8. Ground/Weapons Safety Well Done Award.

2.6.1.9. Air Force Chief of Safety Aviation Maintenance Safety Award

2.6.1.10. Air Force Chief of Safety Cyber Safety Award.

2.6.1.11. Air Force Chief of Safety Space Safety Award.

2.6.2. Persons belonging to a group, or individuals being recognized as a group, are not eligible for the ribbon.

2.6.3. Awarded civilians wear the lapel pin instead of the ribbon.

*Section B—Secretary of the Air Force Safety Award*

**3. Purpose.** The MAJCOM, DRU or FOA with the most effective overall safety program receives this, the highest safety award of the Air Force. An appropriate award is given each fiscal year.

**4. Eligibility.** MAJCOMs, DRUs, and FOAs.

**5. Selection Criteria.** The Awards Board considers:

- 5.1. Combined effectiveness of safety programs.
- 5.2. Efforts to further Risk Management (RM) implementation and integration.

**Table 1. Safety Awards.**

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Secretary of the Air Force Safety Award (Annual)	MAJCOM, DRU, and FOA	Secretary of the Air Force	Appropriate Award	Air Force
Maj Gen Foulois Memorial Award (Annual)	MAJCOM	Air Force Chief of Staff		Order of the Daedalians
Koren Kolligian, Jr., Trophy (Annual)	Aircrew Member		Trophy	Air Force
Col Will L. Tubbs Memorial Award For Ground Safety (Annual)	MAJCOM, DRU, and FOA		Appropriate Award	
Air Force Chief of Safety Special Achievement Award (Annual)	Air Force Organization Below MAJCOM or Individual	Air Force Chief of Safety	Appropriate Award	MAJCOM, DRU, and FOA

Safety Career Professional of the Year Award (Annual)	Civilian or Enlisted Safety Career Field Individual
Air Force Nuclear Surety Outstanding Achievement Award (Annual)	Individual or Team
Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety (Annual)	
Air Force Chief of Safety Outstanding Achievement Award for Ground Safety, Category I-V (Annual)	Air Force Organization
Air Force Chief of Safety Aircrew of Distinction Award (Annual)	Individual
Air Force Chief of Safety Aviation Maintenance Safety Award (Annual)	Individual
Air Force Chief of Safety Cyber Safety Award (Annual)	

Air Force Chief of Safety Space Safety Award (Annual)	Individual or Team			
Aero Club Safety Certificates (Annual)	Air Force Aero Club	Air Force Chief of Safety	Certificate	
Aviation Well Done Award (Event)	Individual	Air Force Chief of Safety	Appropriate Award	
Ground/Weapons Safety Well Done Award (Event)				
Hall of Fame Award (Event)				

- 5.3. Safety program management, direction, administration, and innovation.
- 5.4. Mission and operational tasks the command's organizations perform during the award period. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.
- 5.5. Command safety inspections and staff visits.
- 5.6. Quality of mishap investigations, reports, and analyses.
- 5.7. Noteworthy achievements in mishap prevention in all applicable functional areas.
- 5.8. Mishap record and improvements made in mishap prevention.

**6. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include a concise description of specific achievements and how they were accomplished and contributed to mishap prevention.

***Section C—Major General Benjamin D. Foulois Memorial Award (Daedalian Flight Safety Award)***

**7. Purpose.** This award recognizes the MAJCOM, DRU, or FOA with the most effective flight safety program.

**8. Eligibility.** MAJCOMs, DRUs, and FOAs that execute a flying hour program.

**9. Selection Criteria.** The Awards Board considers:

- 9.1. Data on flight mishaps, related causes, and safety deficiencies found during inspections and investigations.
- 9.2. Mishap potential among different aircraft types and their missions.
- 9.3. RM implementation and successes.
- 9.4. Command support of flight safety program through non-regulated activities.
- 9.5. Safety program management.
- 9.6. Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.
- 9.7. Mishaps over which MAJCOMs, DRUs, and FOAs had or shared control. Mishap record and improvements made in mishap prevention.

**10. Nomination Procedures.** The MAJCOM, DRU, and FOA may submit one nomination. Include a concise description of specific achievements and how they were accomplished and contributed to aviation safety.

***Section D—Koren Kolligian, Jr., Trophy***

**11. Purpose.** This award recognizes outstanding airmanship by an aircrew member. The crewmember must show extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap.

**12. Eligibility.** Aircrew personnel of the Air Force.

**13. Selection Criteria.** The Awards Board selects the aircrew member who most successfully coped with an in-flight emergency.

13.1. The emergency must have occurred in the fiscal year award period.

13.2. The emergency must have resulted from any of these situations:

13.2.1. Mechanical difficulty while in flight or in an aircraft or with related equipment on the ground.

13.2.2. Personnel actions.

13.2.3. Environmental factors beyond the nominee's control.

13.3. Members who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

#### **14. Nomination Procedures.**

14.1. Each MAJCOM, DRU, and FOA may nominate only a single individual (i.e., no crew submissions) even if more than one member handled an emergency. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria.

14.2. MAJCOMs, DRUs, and FOAs may nominate the same person for this award and the Aviation Well Done Award. However, MAJCOMs, DRUs, and FOAs must send a separate nomination for the Koren Kolligian, Jr., Trophy. Include:

14.2.1. The nominee's name, rank, duty assignment, organization, date of the event, and type of aircraft.

14.2.2. A description detailed enough to allow the Awards Board to evaluate accurately the incident's seriousness and how much corrective action was taken by the nominee.

14.2.3. A final citation IAW paragraph 2.2.3.3, see examples in Attachment 2 and Attachment 3.

14.3. **(Added-PACAF)** Wings may nominate one aircrew member for this award. NAF personnel can be nominated by their assigned flying organization and compete at the local wing level. The PACAF Safety Awards Board will select the best candidate to go on to compete for the Koren Kolligian, Jr., Trophy. There is no PACAF-level award associated with this award.

14.3.1. **(Added-PACAF)** Winners of the PACAF Pilot of Distinction Award will automatically be considered for this award, unless the wing nominated another aircrew member for this award.

#### **15. Presentation.**

15.1. The recipient receives the Koren Kolligian, Jr., Trophy at a ceremony presided over by the Air Force Chief of Staff. This ceremony, which includes a formal reception, takes place at the Pentagon annually between 1 March and 30 September during the fiscal year following the event being recognized. The Air Force Chief of Safety funds the recipient's travel and per diem to the presentation ceremony. Members of the Air Reserve Component selected as recipients are placed on active duty status for the day of the ceremony itself (one man-day is reimbursed by AF/SE to the member's owning unit).



15.2. The recipient's spouse, or a family member, may accompany the recipient and may travel at government expense contingent upon approval of the recipient's MAJCOM, DRU, or FOA CC. The recipient's MAJCOM, DRU, or FOA SE obtains MAJCOM, DRU, or FOA CC approval of spouse or family member travel and issuance of invitational travel orders. Per Diem is not authorized for anyone other than the recipient to travel to the presentation ceremony. See AFI 36-2805, *Special Trophies and Awards*, paragraph 1.6 for additional information.

15.3. The trophy presented each year is provided by the family of Lt Koren Kolligian, Jr., members of which have sponsored this award and been present at each year's presentation since the inception of the award in 1958. A permanent display trophy is maintained at the Pentagon in honor of all recipients. The Koren Kolligian, Jr., Trophy holds an honored place in Air Force history and is an integral part of the Air Force Mishap Prevention Program. Accordingly, in the interest of the Air Force, an exception to policy (AFI 24-101, *Passenger Movement*, paragraph 1.2.2.) has been granted by the Chief of Staff for a maximum of seven representatives of the Kolligian family to travel at government expense aboard military or commercial aircraft to attend the presentation ceremony.

#### ***Section E—Colonel Will L. Tubbs Memorial Award for Ground Safety***

**16. Purpose.** This award recognizes the most effective MAJCOM, DRU, or FOA ground safety program.

**17. Eligibility.** MAJCOMs, DRUs, and FOAs.

**18. Selection Criteria.** The Awards Board considers:

18.1. Reduction of military and civilian injuries and fatalities is the primary selection criteria.

18.2. Effective safety program management and innovations. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

18.3. Evaluation results.

18.4. Specific mishap prevention activities accomplished during the award year.

18.5. Implementation and status of RM concepts, applications and successes.

18.6. Ground mishap prevention accomplishments spanning two or more years merit extra consideration.

**19. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include a concise description of specific achievements and how they were accomplished and contributed to safety.

#### ***Section F—Air Force Chief of Safety Special Achievement Award***

**20. Purpose.** This award recognizes an individual or organization for outstanding safety contributions or achievements.

**21. Eligibility.**

21.1. MAJCOMs, DRUs, and FOAs and below organizations.

21.2. Officers (Colonels and below).

21.3. Enlisted personnel.

21.4. DAFC.

**22. Selection Criteria.** The Awards Board considers special accomplishments in all areas of mishap prevention. Some examples of actions worthy of consideration are:

22.1. Safety investigation board member whose findings contribute to preventing future mishaps.

22.2. Unit or person who helped develop programs or concepts that significantly improve Air Force safety programs.

22.3. Research or design innovation or system safety management that contributes to the safety of developing weapons systems.

**23. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may nominate one person or one unit. Include:

23.1. A concise description of specific achievements.

23.2. Name, rank, and organization.

23.3. A final citation IAW paragraph 2.2.3.3, see examples in Attachment 2 and Attachment 3.

23.4. **(Added-PACAF)** Wings may nominate one individual or organization for this award. The PACAF Safety Awards Board will select the best candidate as the PACAF Chief of Safety Special Achievement Award winner who will go on to compete for the Air Force Chief of Safety Special Achievement Award.

### ***Section G—Safety Career Professional of the Year Award***

**24. Purpose.** This award recognizes an individual in the safety career field for outstanding contributions to the Air Force safety program.

**25. Eligibility.** Civilian (GS-0017/0018/0803 occupational series) and enlisted (AFSC 1S0XX) safety career fields.

**26. Selection Criteria.** The Awards Board considers:

26.1. Duty performance level above the nominee's grade or rank.

26.2. Innovations the nominee developed that reduced mishaps, increased program effectiveness, or enhanced the career field.

26.3. Incorporation of RM principles and techniques.

26.4. Other awards or recognition from the safety field not outlined in this instruction.

26.5. Participation in safety activities of agencies outside the Air Force.

26.6. Actions to involve local agencies in Air Force safety programs.

26.7. Contributions to safety publications.

**27. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 27.1. A concise description of specific contributions.
- 27.2. Name, rank, job title, and organization.
- 27.3. A final citation IAW paragraph 2.2.3.3., see Attachment 2 and Attachment 3.
- 27.4. **(Added-PACAF)** Wings may nominate one Occupational Safety Manager, one Occupational Safety Technician, and one Weapons Safety Manager (GS-0017 only) for this award. The PACAF Safety Awards Board will select the best candidate from each category as the PACAF Safety Career Professional of the Year Award for the (Applicable) Category. The winning packages will compete against each other and the best candidate will go on to compete for the Safety Career Professional of the Year Award.

#### ***Section H—Air Force Nuclear Surety Outstanding Achievement Award***

**28. Purpose.** This award recognizes an individual or team below MAJCOM, FOA, and DRU level which has significantly contributed to nuclear surety.

**29. Eligibility.** Air Force military and civilian personnel.

**30. Selection Criteria.** The Awards Board selects an individual or team whose outstanding achievements or contributions enhance nuclear surety and reduce the likelihood of nuclear weapon or nuclear power system mishaps.

30.1. Weapon Systems. Accomplishments that affect:

- 30.1.1. Maintenance, handling, or loading quality.
- 30.1.2. Nuclear logistical movements.
- 30.1.3. Personnel Reliability Program.
- 30.1.4. Weapons security.
- 30.1.5. Technical orders.
- 30.1.6. Nuclear surety inspection.
- 30.1.7. Education and training.
- 30.1.8. Operational employment.
- 30.1.9. Mishap investigation, reports, and analysis.

30.2. Power Systems. Accomplishments that affect:

- 30.2.1. Operation and maintenance quality.
- 30.2.2. Security.
- 30.2.3. Education and training.
- 30.2.4. Nuclear reactor audits.
- 30.2.5. Incident investigation, reports, and analysis.

30.3. Incorporation of RM principles and techniques described in paragraphs 30.1. and 30.2.

**31. Nomination Procedures.** The MAJCOM and FOA may submit one nomination. Include:

- 31.1. Name, rank, job title, organization, and a summary of assigned duties.
- 31.2. A concise description of how the nominee accomplished specific achievements that improved nuclear surety.
- 31.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

***Section I—Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety***

**32. Purpose.** This award recognizes an individual or team below MAJCOM, DRU, and FOA level which has significantly contributed to weapons safety, including an individual assigned to a missile unit.

**33. Eligibility.** Air Force military and civilian personnel at all levels.

**34. Selection Criteria.** The Awards Board considers achievements or contributions that enhance explosives safety by reducing the likelihood of explosives mishaps. Accomplishments that affect:

- 34.1. Maintenance or handling.
- 34.2. Explosives site planning.
- 34.3. Reduction in explosives exemptions, waivers, and deviations.
- 34.4. Technical orders, local directives, etc.
- 34.5. Education and training.
- 34.6. Mishap investigation, reports, and analysis.
- 34.7. Mishap prevention or mitigation.
- 34.8. Incorporation of RM principles and techniques.

**35. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 35.1. Name, rank, job title, and organization.
- 35.2. A concise description of how the nominee accomplished specific achievements that improved explosives safety.
- 35.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.
- 35.4. **(Added-PACAF)** Wings may nominate one individual or team for this award. The PACAF Safety Awards Board will select the best candidate as the PACAF Outstanding Achievement Award for Weapons Safety winner who will go on to compete for the Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety.
- 35.5. **(Added-PACAF)** Winners of the PACAF Weapons Safety Manager of the year Award (Section U-3) will automatically be considered for this award, unless the wing nominated another Weapons Safety Manager for the award.

*Section J—Air Force Chief of Safety Outstanding Achievement Award for Ground Safety*

**36. Purpose.** This award recognizes the most effective installation-level, FOA, and DRU ground safety programs.

**37. Eligibility.** Organizations: (1) Headquarters Air Force-level FOAs and DRUs that have an outstanding ground safety program and did not experience a Class A or B on-duty mishap. (2) Organizations at installation-level that have an outstanding ground safety program, which is staffed by qualified AFSC 1S0X1, GS-018/803 personnel, and did not experience a Class A or B on-duty mishap. Any Air Force installation-level organization may compete in one of five categories listed in paragraphs 40.1 through 40.5. Organizations that experienced an on-duty Class A or B mishap that was the result of factors outside the organization's control are not disqualified from nomination. However, the nomination package must include an explanation statement depicting why the organization should be considered.

37.1. Category I: Large Operations/Industrial Organization. An organization (wing or wing equivalent or higher), that has a primary mission of producing, maintaining, or rehabilitating military systems and equipment, or has the complete operational control of the installation. This includes test centers and research and development organizations. This organization is the installation host unit.

37.2. Category II: Large/Composite Wing Organization. An organization that has three or more squadrons and 4,000 or more people assigned. This organization is the installation host unit.

37.3. Category III: Small Wing Organization. An organization that does not meet the Category I or II wing criteria. This organization must be the installation host unit.

37.4. Category IV: Associate/Tenant Organization, FOA or DRU. A squadron or higher organization, including headquarters Air Force-level FOAs and DRUs, at a location separate from the parent organization, and with a ground safety program independent of the host installation ground safety program.

37.4.1. USAFA, AFOTEC, and AFDW are not eligible for this award. They compete for the Colonel Will L. Tubbs Memorial Award for Ground Safety.

37.5. Category V: Geographically Separated Unit (GSU) Organization. An organizational element, from a detachment up to a group, geographically separated from its parent organization, which has a ground safety program independent of the host unit ground safety program.

37.5.1. GSU wings are considered in categories I-IV. Detachments, squadrons and groups co-located with their parent wing are part of the wing nomination.

**38. Selection Criteria.** The Award Board considers:

38.1. Organization ground safety performance records and achievements.

38.2. Complexity and types of mission tasks, including unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

38.3. Outstanding feats, including awards received for accomplishments relating to personnel and material preservation in the period the nomination covers.

38.4. Educational and publicity material developed for Air Force or MAJCOM, DRU, and FOA publications.

38.5. Safety program management as measured by mishap experience and assessments of the unit by a higher organizational element.

38.6. Organization has a positive indicator for the metrics reflected in the USAF Safety Strategic Plans.

38.7. Efforts by the organization to further the RM integration and sustainment.

**39. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

39.1. A concise description of specific achievements and how they were accomplished and contributed to safety.

39.2. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and

39.3. **(Added-PACAF)** Wings/NAFs may submit one nomination per eligible category (Cat I – Cat V). The PACAF Safety Awards Board will select the best candidate from each category as the PACAF Outstanding Achievement Award for Occupational Safety winner who will go on to compete for the Air Force Chief of Safety Outstanding Achievement Award for Occupational Safety.

#### ***Section K—Air Force Chief of Safety Aircrew of Distinction Award***

**40. Purpose.** This award recognizes at least two aircrew members up to an entire aircrew in averting or minimizing the seriousness of an aircraft emergency situation.

**41. Eligibility.** Aircrew or at least two individual members of an aircrew.

41.1. Aircrews or their individual members may not receive both this award and the Koren Kolligian, Jr., Trophy for the same event.

**42. Selection Criteria.** The Awards Board selects the aircrew or aircrew members that most successfully coped with an emergency situation.

42.1. The emergency must have occurred in the fiscal year award period.

42.2. The emergency must have resulted from any of these situations:

42.2.1. Mechanical difficulty while in-flight or on the ground.

42.2.2. A significant in-flight incident that could have resulted in serious injury, loss of life or the aircraft. This category may include serious cargo mishaps such as fuel spills or shifting loads.

42.2.3. Environmental factors beyond the aircrew's control.

42.2.4. Non-aircrew personnel errors in the air or on the ground.

42.3. Each aircrew member nominated must have contributed to resolution of the emergency.

42.4. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

#### **43. Nomination Procedures.**

43.1. Each MAJCOM, DRU, and FOA may make one aircrew nomination or nominate at least two individuals of an aircrew. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

43.1.1. The aircrew's or aircrew individuals' organization and the name, rank, duty assignment, date of the event, and type of aircraft.

43.1.2. A description detailed enough for the Awards Board to evaluate the emergency and what corrective action each aircrew member took.

43.1.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

43.2. **(Added-PACAF)** Wings may nominate one aircrew, or two or more individuals of an aircrew, for this award. NAF personnel can be nominated by their assigned flying organizations and compete at the local wing level. The PACAF Safety Awards Board will select the best candidate as the PACAF Aircrew of Distinction Award winner who will go on to compete for the Air Force Chief of Safety Aircrew of Distinction Award.

#### ***Section L—Air Force Chief of Safety Aviation Maintenance Safety Award***

**44. Purpose.** This award recognizes an individual or team who significantly contributed to aviation maintenance safety.

**45. Eligibility.** Air Force military and civilian personnel who, directly or indirectly, support aircraft sortie generation. Nominees must possess a record of violation-free performance through the quality assurance and/or organizational safety office.

**46. Selection Criteria.** The Awards Board considers:

46.1. Effective Maintenance Resource Management (MRM) concepts, applications and successes.

46.2. Incorporation of RM principles and techniques.

46.3. Credible technical order changes, hazard reports, product quality deficiency reports, or material improvements that contribute to aviation maintenance safety and/or safety of flight.

46.4. Development or improvement of a program, process or mechanism that significantly contributed to aviation maintenance safety and/or safety of flight.

**47. Nomination Procedures.** Each MAJCOM, DRU, and FOA may nominate one individual or team. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

47.1. Name, rank or grade, duty title, and organization.

47.2. If a team award, include name, rank or grade, duty title, and organization of all the individuals who comprised the team.

47.3. A description detailed enough for the awards board to evaluate impact of the individual or team's actions.

47.4. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

47.5. **(Added-PACAF)** Wings may nominate one individual or team for this award. The PACAF Safety Awards Board will select the best candidate as the PACAF Aviation Maintenance Safety Award winner who will go on to compete for the Air Force Chief of Safety Aviation Maintenance Safety Award.

#### ***Section M—Air Force Chief of Safety Cyber Safety Award***

**48. Purpose.** This award recognizes an individual or team that significantly contributed to cyber safety.

**49. Eligibility.** Air Force military and civilian personnel who, directly or indirectly, support cyber operations.

**50. Selection Criteria.** The Awards Board considers:

50.1. Effective Cyber Resource Management concepts, applications, and successes.

50.2. Incorporation of RM principles and techniques.

50.3. Developed or improved a program, process, or mechanism that significantly contributed to cyber safety and/or surety of a system.

**51. Nomination Procedures.** Each MAJCOM, DRU, and FOA may nominate one individual or team.

51.1. Name, rank or grade, duty title, and organization.

51.2. A description detailed enough for the Awards board to evaluate impact of the individual or team's actions.

51.3. Include a final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

51.4. **(Added-PACAF)** Wings may nominate one individual or team for this award. The PACAF Safety Awards Board will select the best candidate as the PACAF Cyber Safety Award winner who will go on to compete for the Air Force Chief of Safety Cyber Safety Award.

#### ***Section N—Air Force Chief of Safety Space Safety Award***

**52. Purpose.** This award recognizes an individual or team that has made significant contributions to space safety. Submission implies that the individual or team performed beyond normal expectations of proficiency and/or performance.

**53. Eligibility.** Air Force military and civilian personnel.



**54. Selection Criteria.** Nominations may be submitted for safety contributions through one or both of the following criteria in the planning, acquisition, operation, maintenance or monitoring of space systems:

54.1. Successfully coping with an emergency situation through direct contribution to problem resolution, minimization to the seriousness of the emergency situation or prevention of serious space mission degradation. Note: Individuals/teams that took actions during a mishap they caused are ineligible for consideration.

54.2. Outstanding achievements, contributions or leadership which enhanced space safety and reduced the likelihood of launch, on-orbit or spaceport mishaps, and/or serious space mission degradation.

**55. Nomination Procedures.** Each MAJCOM, DRU, and FOA may submit one individual or team nomination for contributions made during the award period. Include:

55.1. The name(s), rank(s), duty title(s), type of system and the mishap date, if applicable.

55.2. For mishaps, nominations should include the actions, results, and impacts with enough detail so the Awards Board can fully evaluate the contributions made by the individual/team.

55.3. For achievements, nominations should include a concise description of specific achievements that improved space safety.

55.4. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

### ***Section O—Aero Club Safety Certificates***

**56. Purpose.** Safety certificates promote aviation safety and award the Air Force Aero Clubs for flight safety achievements.

**57. Eligibility.** All Air Force Aero Clubs listed in the USAF Aero Club Directory that AFPC/SVP compiles and maintains are eligible.

57.1. Clubs that experienced a Class A or B mishap in the award year are usually ineligible. However, the MAJCOM, DRU, and FOA may nominate a club that had no control over a mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and meets all other criteria, but must send a detailed justification with the nomination.

57.1.1. In the case of Class A or B bird strikes, if the club demonstrated reasonable care in the face of the bird threat, that club may still be nominated. In this case, send a detailed explanation with the nomination.

57.2. Consideration must be given to the Aero Club's incorporation of RM principles and techniques.

**58. Nomination Procedures.**

58.1. Aero Club safety officers, together with the wing or base safety officer, advise the MAJCOM, DRU, or FOA through command channels of a club's eligibility.

58.2. MAJCOMs, DRUs, and FOAs verify the data and satisfactory safety program management, and forward approved nominations.

58.3. A brief summary of the club's safety accomplishments will include:

58.3.1. Name of club.

58.3.2. Location of club and parent command.

58.3.3. Diversity of aircraft. List each type and model of aircraft the club flies.

58.3.4. Date of last Class A or B mishap.

58.3.5. A concise description of the club's flight safety achievements during the award period, including RM implementation and successes and higher headquarters inspections.

58.4. **(Added-PACAF)** Send all nominations for this award to PACAF. The PACAF Safety Awards Board will validate the information and forward all nominees that meet the award criteria to AFSEC. There is no competition for the Aero Club Certificate.

### ***Section P—Aviation Safety Well Done Award***

**59. Purpose.** This award recognizes personnel whose outstanding airmanship or support to aircrew prevented, or reduced the impact of, a serious flight mishap. In special cases, this award may be given to an individual(s) whose contribution significantly impacted the safety of the USAF aviation community.

**60. Eligibility.** Pilots, other aircrew members, and personnel who support flight operations directly, or indirectly (Colonel and below, enlisted personnel, and DAFC).

**61. Selection Criteria.** Examples of actions worthy of consideration:

61.1. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or aircraft or other property damage.

62.1.1. The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

62.2. Development and implementation of a special program or course that improves the effectiveness of aviation operations.

62.3. Development of an innovative aviation safety program or specific aviation mishap prevention activity that was adapted for use at wing level or higher.

**62. Nomination Procedures.** Any person, other than the nominee, who knows about an individual's action, may send a nomination to the MAJCOM, DRU, or FOA safety office. An Air Staff individual's nomination may be submitted to their appropriate Air Staff office. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

62.1. Nominee's name, rank, duty or job title, organization, type of aircraft, and date of event (if applicable to nomination).

62.2. Provide an unclassified description of the event that prompted the nomination IAW paragraph 2.2.3.2. If the nomination is for a specific incident, information must be provided that specifically and factually tells how serious the incident was and how nominee took

action. If the nomination is for a particular contribution to aviation safety, provide enough information to detail the what, when, where, and how of the contribution.

62.3. If there are multiple nominations, information must be provided for each nominee stating what that particular individual did to prevent the mishap, or what significant safety contribution was made to the USAF aviation community.

62.4. A photograph showing the nominee or nominees clearly. It may be a photograph taken either beside the aircraft or in the work environment. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

62.5. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding it to AFSEC/SEA.

62.5.1. **(Added-PACAF)** PACAF-endorsed nominees will be awarded the PACAF Aviation Safety Well Done Award and may be sent to AFSEC for consideration of the Aviation Safety Well Done Award.

62.6. AFSEC/SEA must receive nominations within six months after the event or after the action was accomplished.

62.7. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

### ***Section Q—Ground/Weapons Safety Well Done Award***

**63. Purpose.** This award recognizes non-safety personnel who make a significant contribution that affects overall mishap prevention activities toward ground/weapons safety.

**64. Eligibility.**

64.1. Officers (Colonel and below).

64.2. Enlisted personnel.

64.3. DAFC.

**65. Selection Criteria.** Examples of actions worthy of consideration:

65.1. Development and implementation of a special program or course that improves ground/weapons and/or air operational effectiveness.

65.2. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or Air Force property damage.

65.3. Developed an innovative safety program or specific mishap prevention activity that was adapted for use at wing level or higher.

65.4. Provided a significant specific contribution to the resolution of an unusual or difficult safety hazard or working condition.

65.5. Any other significant specific contribution to ground/weapons safety.

**66. Nomination Procedures.** Any person, other than the nominee, who knows about an individual's specific contribution, may submit a nomination to the MAJCOM, DRU, or FOA

safety office; an Air Staff individual's nomination may be submitted to their appropriate Air Staff office. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

66.1. Nominee's name, rank or grade, duty or job title, and organization.

66.2. Provide an unclassified description of the action that prompted the nomination IAW paragraph 2.2.3.2.

66.3. A photograph showing the nominee clearly. It may be a photograph taken in the work environment. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

66.4. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding to AFSEC/SEA.

66.4.1. **(Added-PACAF)** PACAF-endorsed nominees will be awarded the PACAF Occupational/Weapons Safety Well Done Award and may be sent to AFSEC for consideration of the Occupational/Weapons Safety Well Done Award.

66.5. AFSEC/SEA must receive nomination within six months after the action was accomplished.

66.6. A final citation IAW paragraph 2.2.3.3. see examples in Attachment 2 and Attachment 3.

### ***Section R—Air Force Safety Hall of Fame Award***

**67. Purpose.** This award recognizes individuals who have made singularly unique contributions to safety in general and the USAF Mishap Prevention Program in particular. These contributions made over an extended period of time should result in enduring and significant improvements in safety. These achievements will demonstrably enhance the Air Force's mishap prevention program as sustained superior safety performance, both now and in the future. The performance and contributions of the nominee should be generally recognized by his or her peers as being of unequalled excellence. As a consequence of these standards, this award is infrequently conferred.

**68. Eligibility.** This award is intended for Air Force military or civilian personnel.

**69. Selection Criteria.** The Awards Board considers:

69.1. MAJCOM, DRU, and FOA nominations.

69.2. Persons whose contributions to Air Force safety and mishap prevention are of an unprecedented and enduring significance. NOTE: The Awards Board expeditiously reviews the nominations on an ad hoc, case-by-case basis.

**70. Nomination Procedures and Presentation.** The nomination package will consist of:

70.1. A cover letter to the Air Force Chief of Safety nominating the individual, with rank or grade, title, and organization.

70.2. Justification must be clear and concise, with sufficient information to explain the nature and results of the individual's achievements. The achievements must have

significantly improved Air Force safety by reducing mishaps, improved safety policies, guidance or procedures. The justification must also demonstrate that the individual's initiative(s) or process improvements accomplished were above and beyond the scope of his or her normal position duties.

70.3. Submit nominations IAW paragraph 2.2.3.2. Include a current 5 x 7-inch professional (service dress/business suit) color photograph of the nominee (use American Flag as backdrop). This photograph will be used for display should the nomination be approved. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

70.4. Presentation. The nominating official will be notified of the results. An appropriate award commemorating the individual's induction will be sent to the nominating official for presentation. The inductee's name will be inscribed into a permanent register on display at the Air Force Safety Center.

### ***Section S—On-the-Spot Recognition and Appreciation Awards***

**71. Purpose.** The Air Force Chief of Safety/Safety Center Commander and the Air Force Safety Center Executive Director may purchase organizational coins with appropriated funds. This program is intended to provide the Air Force Chief of Safety/Commander and the Executive Director with an official but informal means to show special recognition of, and appreciation for, a job well done.

**72. Eligibility.** These coins may be presented to military and appropriated funded civilian personnel who, by their dedicated individual or team effort, have contributed to the effectiveness and efficiency of the Air Force and Air Force Safety.

**73. Recognition.** Coins can be utilized as a substitute for a plaque or recognition item, but cannot be used with another appropriated fund purchased recognition item. This program will comply with AFI 36-2805 particularly paragraphs 1.4. and 1.7. and AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

### **74. Organizational Coins.**

74.1. May be used for on-the-spot recognition of personal efforts associated with an actual achievement to improve a particular program, function, or mission.

74.2. May be presented to military members reenlisting.

74.3. Must be stored and accounted for separately from coins purchased with any other funds.

74.4. May be awarded to civilian employees and should be annotated in the employee's personnel folder.

74.5. Are not intended to be used for mementos, commemorative or personal gifts, morale building, or to recognize permanent change of station, retirements, and similar occasions. Note: These limitations do not apply if coins are donated by a private organization or purchased by the Commander or Executive Director with his or her personal funds.

74.6. Cannot be used as tokens of appreciation for government officials, foreign officials, or non-federal personnel in recognition of general support or improved community relations.

(These limitations do not apply if coins are donated by a private organization or purchased by the Commander or the Executive Director with his or her personal funds.) Note: Coins for such officials, unless DOD contractors, may be purchased with official representation funds for situations covered by AFI 65-603, *Official Representation Funds-Guidance*.

74.7. Will not be awarded to contractor personnel under any type of funding (see AFI 36-1004, *The Air Force Civilian Recognition Program*, paragraph 2.8.5.1.)

#### ***Section T—National Safety Council (NSC) Awards***

**75. Purpose.** Three plaques and an engraved letter from the President of the NSC recognize mishap reduction in ground safety. Air Force organizations below MAJCOM, DRU, and FOA level that significantly reduce ground mishaps may be considered for: Award of Honor; Award of Merit; Award of Commendation, and President's Award Letter.

**76. Please contact the NSC at [customerservice@nsc.org](mailto:customerservice@nsc.org) for more information.**

**77. The SICOFAA Flight Safety Award promotes safety in the Western Hemisphere Air Forces by recognizing worldwide flight safety accomplishments of its military organizations.** The winner of the Major General Benjamin D. Foulois Memorial Award will be the Air Force nominee for the SICOFAA Flight Safety Award. See Section C for guidance on the Major General Benjamin D. Foulois Memorial Award.

#### ***Section U (Added-PACAF)—PACAF-Level Awards [No Applicable Air Force-Level Award]***

##### ***Section UA (Added-PACAF)—PACAF Commander's Trophy***

**78. (Added-PACAF) Purpose.** This award recognizes the PACAF organization having the most effective overall mishap prevention program

**79. (Added-PACAF) Eligibility.** All PACAF Wing or NAF safety offices.

**80. (Added-PACAF) Selection Criteria.** The PACAF Safety Awards Board will consider:

80.1. (Added-PACAF) Combined effectiveness of the wing's overall safety program.

80.2. (Added-PACAF) Mission and operational tasks.

80.3. (Added-PACAF) HQ PACAF/NAF staff assistance visit/inspection results.

80.4. (Added-PACAF) Mishap investigation, reporting and analysis.

80.5. (Added-PACAF) Noteworthy achievements in mishap prevention in all safety disciplines.

**81. (Added-PACAF) Nomination Procedures.** Units may submit one nomination. Include:

81.1. (Added-PACAF) Up to 20 bullets with concise description of specific achievements and how they were accomplished and contributed to the safety program.

#### ***Section UB— (Added) – PACAF Flight Safety Officer and NCO of the Year.***

**(Added) – PACAF Flight Safety Officer and NCO of the Year.**

**82. (Added-PACAF) Purpose.** These awards recognize Flight Safety Officers (FSOs) and Flight Safety NCOs (FSNCOs) assigned to wing safety for outstanding contributions to the Pacific Air Forces flight safety program.

**83. (Added-PACAF) Eligibility.** All PACAF FSOs and FSNCOs assigned to Wing or NAF Safety full-time for at least half of the award period. Squadron-Assigned FSOs (SAFSOs) and Additional-Duty FSOs (ADFSOs) are not eligible for this award but can be considered for the PACAF Unit Safety Representative of the Year Award (Section U-3).

**84. (Added-PACAF) Selection Criteria.** The PACAF Safety Awards Board will consider:

84.1. **(Added-PACAF)** Development or implementation of superior policies, programs, or procedures that:

84.1.1. **(Added-PACAF)** Reduced the possibility and/or severity of flight mishaps throughout the wing.

84.1.2. **(Added-PACAF)** Improved operation/mission effectiveness of the wing.

84.2. **(Added-PACAF)** Outstanding performance of flight safety duties as evidenced by:

84.2.1. **(Added-PACAF)** HHQ inspection results.

84.2.2. **(Added-PACAF)** Education and training, both taught and received.

84.2.3. **(Added-PACAF)** Incorporation of risk management principles and techniques across the wing's flying operation.

84.2.4. **(Added-PACAF)** Accuracy and timeliness of mishap investigations, reports, and trend analysis.

84.2.5. **(Added-PACAF)** Implementation and enforcement of accepted safety practices.

**85. (Added-PACAF) Nomination Procedures.**

85.1. **(Added-PACAF)** Up to 10 bullets with a concise description of specific achievements and how they were accomplished and contributed to the unit's flight safety program.

#### ***Section UC—(Added) PACAF Weapons Safety Manager of the Year***

##### **– PACAF Weapons Safety Manager of the Year**

**86. (Added-PACAF) Purpose.** This award recognizes a wing weapons safety manager (WSM) for outstanding contributions to the unit's explosive safety program.

**87. (Added-PACAF) Eligibility.** Only full-time WSMs from the AFSC 2WXXX or 2MXXX assigned to wing positions authorized by the Unit Manning Document (UMD) are eligible. Civilian WSMs (GS-0017) are eligible to compete for the PACAF Safety Career Professional of the Year (Section G).

**88. (Added-PACAF) Selection Criteria.** The PACAF Safety Awards Board will consider:

88.1. **(Added-PACAF)** Duty performance level above the nominee's grade or rank.

88.2. **(Added-PACAF)** Innovations the nominee developed that reduced mishaps, increased program effectiveness, or enhanced the career field.

88.3. **(Added-PACAF)** Incorporation of RM principles and techniques.

88.4. **(Added-PACAF)** Other awards or recognition from the safety field not outlined in this instruction.

88.5. **(Added-PACAF)** Participation in safety activities of agencies outside the Air Force.

88.6. **(Added-PACAF)** Actions to involve local agencies in Air Force safety programs.

88.7. **(Added-PACAF)** Contributions to safety publications.

**89. (Added-PACAF) Nomination Procedures.** Wings may nominate one Weapons Safety Manager. Include:

89.1. **(Added-PACAF)** Up to 20 bullets with concise description of specific achievements and how they were accomplished and contributed to the wing's explosive safety program.

89.2. **(Added-PACAF)** A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

89.3. **(Added-PACAF)** The PACAF-selected winner may compete against the PACAF Outstanding Achievement Award for Weapons Safety winner for PACAF's nomination for the Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety (Section I). If the wing submitted another individual or team for the Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety, the winner of this award will not be considered.

***Section UD (Added-PACAF)—PACAF Pilot of Distinction***

**90. (Added-PACAF) Purpose.** This award recognizes a pilot in averting or minimizing the seriousness of an aircraft emergency situation.

**91. (Added-PACAF) Eligibility.** A pilot of a single-seat aircraft, or a pilot of a multi-place aircraft whose sole actions can be credited in averting or minimizing the seriousness of an aircraft emergency situation. Actions involving the actions of two or more aircrew members should be nominated for the Air Force Chief of Safety Aircrew of Distinction Award (Section K).

**92. (Added-PACAF) Selection Criteria.** The PACAF Safety Awards Board will consider actions of the pilot that most successfully coped with an emergency situation.

92.1. **(Added-PACAF)** The emergency must have occurred in the fiscal year award period.

92.2. **(Added-PACAF)** The emergency must have resulted from any of these situations:

92.2.1. **(Added-PACAF)** Mechanical difficulty while in-flight or on the ground.

92.2.2. **(Added-PACAF)** A significant in-flight incident that could have resulted in serious injury, loss of life, or loss of the aircraft.

92.2.3. **(Added-PACAF)** Environmental factors beyond the pilot's control.

92.2.4. **(Added-PACAF)** Non-pilot personnel errors in the air or on the ground.

92.3. **(Added-PACAF)** Pilots who prevented a potential mishap that was caused by their own misdeeds, lack of judgment, or foolhardy or excessive risk-taking are ineligible.



**93. (Added-PACAF) Nomination Procedures.** Each Wing may nominate one pilot for this award. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

93.1. **(Added-PACAF)** The pilot's name, rank, organization, duty assignment, date of the event, and type of aircraft.

93.2. **(Added-PACAF)** An unclassified description, in narrative format with up to 20 lines, detailed enough for the PACAF Awards Board to evaluate the emergency and what corrective action the pilot took.

93.3. **(Added-PACAF)** A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

93.4. **(Added-PACAF)** The PACAF-selected winner will compete for PACAF's nomination for the Koren Kolligian, Jr., Trophy (Section D). If the wing submitted another aircrew member for the Koren Kolligian, Jr., Trophy, the winner of this award will not be considered.

***Section UE (Added-PACAF)—PACAF Unit Safety Representative of the Year.***

**94. (Added-PACAF) Purpose.** This award recognizes unit safety representatives (USRs) for outstanding management of their commander's safety programs. USR is a general term for a person assigned to a unit who is responsible for the additional duty safety responsibilities. The USR may be a representative of flight, occupational, or weapons, and may include a more specific title such as Additional Duty Weapons Safety Representative (ADWSR) or Squadron Assigned Flight Safety Officer (SAFSO), etc.

**95. (Added-PACAF) Eligibility.** Any USR at any level is eligible. Exception: Occupational safety professionals (GS-0018 and 1S0 personnel) serving as a USR are not eligible.

**96. (Added-PACAF) Selection Criteria.** The PACAF Safety Awards Board will consider:

96.1. **(Added-PACAF)** Design and implementation of a program/product that increased safety or contributed to mishap prevention.

96.2. **(Added-PACAF)** Outstanding performance of safety duties as evidenced by:

96.2.1. **(Added-PACAF)** Annual/Bi-annual program management and facility inspection results.

96.2.2. **(Added-PACAF)** Incorporation of risk management principles and techniques across the unit's operation.

96.2.3. **(Added-PACAF)** Timeliness of mishap reports.

96.2.4. **(Added-PACAF)** Implementation and enforcement of accepted safety practices.

**97. (Added-PACAF) Nomination Procedures.** Wings may nominate one USR from flight, occupational, and weapons. Include:

97.1. **(Added-PACAF)** Up to 10 bullets with concise description of specific achievements and how they were accomplished and contributed to the unit's safety program.

97.2. **(Added-PACAF)** The PACAF Safety Awards Board will select one winner from each category.

***Section UF (Added-PACAF)—PACAF Motorcycle Safety Representative of the Year***

**98. (Added-PACAF) Purpose.** This award recognizes unit-level motorcycle safety representatives (MSRs) for outstanding management of their commanders' motorcycle safety program.

**99. (Added-PACAF) Eligibility.** Any MSR at any level is eligible. Exception: Personnel assigned to the Wing or NAF Safety Office serving as an MSR are not eligible.

**100. (Added-PACAF) Selection Criteria.** The PACAF Safety Awards Board will consider:

100.1. **(Added-PACAF)** Implementation of noteworthy program(s) that increased motorcycle safety or contributed to mishap prevention.

100.2. **(Added-PACAF)** Outstanding performance of motorcycle safety duties.

**101. (Added-PACAF) Nomination Procedures.** Units may submit one nomination. Include:

101.1. **(Added-PACAF)** Up to 10 bullets with concise description of specific achievements and how they were accomplished and contributed to the motorcycle safety program.

***Section UG (Added-PACAF)—PACAF Traffic Safety Outstanding Achievement Award.***

**102. (Added-PACAF) Purpose.** This award recognizes the PACAF organization with the most effective traffic safety program.

**103. (Added-PACAF) Eligibility.** All PACAF NAF/wing/group/squadron organizations.

**104. (Added-PACAF) Selection Criteria.** The PACAF Safety Awards Board will consider:

104.1. **(Added-PACAF)** A summary of achievement in all areas of traffic safety.

104.2. **(Added-PACAF)** Information relating to the reduction of reportable and non-reportable AF motor vehicle and special purpose vehicle mishaps.

104.3. **(Added-PACAF)** Traffic safety program management, direction, administration and innovation.

104.4. **(Added-PACAF)** Any special initiatives such as seat belt use, motorcycle training, and driving under the influence (DUI)/driving while intoxicated (DWI) prevention.

**105. (Added-PACAF) Nomination Procedures.** Units may submit one nomination. Include:

105.1. **(Added-PACAF)** Up to 10 bullets with concise description of specific achievements and how they were accomplished and contributed to the traffic safety program.

***Section UH (Added-PACAF)—PACAF Flight Safety Certificates.***

**106. (Added-PACAF) Purpose.** These awards recognize PACAF organizations below NAF level for outstanding achievement in, or contribution to, flight safety.

**107. (Added-PACAF) Eligibility.** All flying wings and groups, including squadrons or detachments organizationally and operationally distinct, and geographically remote from the parent organization per AFI 38-101. Credit each unit with own flying time.

107.1. **(Added-PACAF)** Individual flying squadrons without a Class A or B mishap may submit a nomination even though the parent wing or group cannot submit due to a Class A or B mishap in another squadron. Credit each unit with own flying time.

107.1.1. **(Added-PACAF)** Units that had a Class A or B mishap in the award year are usually ineligible. However, a unit may be nominated if they had no control over the mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and meets all other criteria. In these cases, send a detailed explanation along with the nomination.

107.1.2. **(Added-PACAF)** In the case of Class A or B bird strikes, if the unit demonstrated reasonable care in the face of the bird threat, that unit may still be nominated. In this case, send a detailed explanation with the nomination.

**108. (Added-PACAF) Selection Criteria.** The PACAF Awards Board will consider:

108.1. **(Added-PACAF)** Unit achievements and contributions to flight safety.

108.2. **(Added-PACAF)** Unit flight education/mishap prevention programs in all facets of the flying operation.

108.3. **(Added-PACAF)** Proactive safety programs.

108.4. **(Added-PACAF)** The complexity and types of aircraft and operations supporting the mission.

108.5. **(Added-PACAF)** Bird/Wildlife Aircraft Strike Hazard (BASH) program (including level of threat and monitoring and mitigation efforts).

108.6. **(Added-PACAF)** Midair Collision Avoidance (MACA) program, including involvement of the off-base flying community.

108.7. **(Added-PACAF)** Incorporation and integration of RM principles and techniques.

108.8. **(Added-PACAF)** Unusual hazards or environmental working conditions, including Ops Tempo—deployments, exercises, inspections, etc.

108.9. **(Added-PACAF)** Higher headquarters inspection results.

108.10. **(Added-PACAF)** Submission of material, technical data, or flight manual deficiencies.

**109. (Added-PACAF) Nomination Procedures.** Units nominate themselves. Include:

109.1. **(Added-PACAF)** Name of unit.

109.2. **(Added-PACAF)** Location of nominated unit and parent unit.

109.3. **(Added-PACAF)** Diversity of aircraft. List each type and model of aircraft the unit flies.

109.4. **(Added-PACAF)** Flying hours by aircraft type.

109.5. **(Added-PACAF)** Date of last Class A or B mishap, with detailed explanation of any A or B mishaps in this award period (see eligibility above).

109.6. **(Added-PACAF)** Up to 10 bullets with concise description of the unit's flight safety achievements in the award period.

***Section UI (Added-PACAF)—PACAF Explosive Safety Certificates***

**110. (Added-PACAF) Purpose.** These awards recognize organizations below MAJCOM level for outstanding achievement in or contribution to explosives safety.

**111. (Added-PACAF) Eligibility.** Wings, groups, separate operating squadrons or detachments, or comparable organizations actively engaged in explosives operations. Units that experienced a Class A or B explosives mishap in the award year are usually ineligible. However, a unit may be nominated if they had no control over the mishap and meets all other criteria. In these cases, send a detailed explanation along with the nomination.

**112. (Added-PACAF) Selection Criteria.** The PACAF Awards Board will consider:

112.1. **(Added-PACAF)** Achievements and contributions to prevent mishaps involving explosives, including RM implementation and successes.

112.2. **(Added-PACAF)** Complexity and types of munitions and tasks supporting the mission.

112.3. **(Added-PACAF)** Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

112.4. **(Added-PACAF)** Outstanding feats, including awards received for accomplishments relating to explosives safety in the period the nomination covers.

112.5. **(Added-PACAF)** Technical order changes, hazard reports, and product quality deficiency reports.

112.6. **(Added-PACAF)** Operational procedures setup.

112.7. **(Added-PACAF)** Educational and publicity material developed for Air Force or command publications.

112.8. **(Added-PACAF)** Material improvements, research, development, and testing that contribute to explosives safety programs.

112.9. **(Added-PACAF)** Safety program management, measured by mishap experience and inspections.

112.10. **(Added-PACAF)** Other information about explosives safety.

**113. (Added-PACAF) Nomination Procedures.** Units nominate themselves. Include:

113.1. **(Added-PACAF)** Name of unit.

113.2. **(Added-PACAF)** Location of nominated unit and parent unit.

113.3. **(Added-PACAF)** Up to 10 bullets with concise description of the unit's explosive safety achievements in the award period.

***Section UJ (Added-PACAF)—PACAF Outstanding Contribution to a Mishap Investigation Award***

**114. (Added-PACAF) Purpose.** This award is to recognize one or more members of an Interim Safety Board (ISB), Safety Investigation Board (SIB), or a Single Investigating Officer (SIO) for outstanding contributions to a safety investigation.

**115. (Added-PACAF) Eligibility.** Any appointed SIB or SIO member for any PACAF-level or below flight, weapons, or occupational mishap. Any appointed ISB member who responded to a PACAF area of responsibility mishap.

**116. (Added-PACAF) Selection Criteria.** The PACAF Awards Board will consider the following for SIB or SIO nominees:

116.1. (Added-PACAF) Level of responsibility for the mishap investigation.

116.2. (Added-PACAF) Thoroughness of the final report.

116.3. (Added-PACAF) Level of impact for recommendations and/or lessons learned to prevent future mishaps.

116.4. (Added-PACAF) Any other information important information gained from the investigation.

116.5. (Added-PACAF) If nominating multiple members of the same board, describe what each individual did.

116.6. (Added-PACAF) If nominating an investigator for work in multiple mishaps be sure to clearly describe their efforts in each mishap and any connection between mishaps if applicable.

**117. (Added-PACAF) Selection Criteria.** The PACAF Awards Board will consider the following for ISB members:

117.1. (Added-PACAF) Level of responsibility for the mishap response.

117.2. (Added-PACAF) Timeliness of evidence preservation and witness testimony.

117.3. (Added-PACAF) Complexity of the ISB.

**118. (Added-PACAF) Nomination Procedures.** Units may submit multiple nominations. Include:

118.1. (Added-PACAF) Name of individual(s).

118.2. (Added-PACAF) AFSAS number(s).

118.3. (Added-PACAF) Up to 20-line narrative with concise description of the nominee's contribution and accomplishments during the mishap investigation. Do not include privileged safety information.

***Section UK (Added-PACAF)—PACAF Industrial Safety Award***

**119. (Added-PACAF) Purpose.** This award recognizes an individual or team who significantly contributed to industrial safety programs. These programs include but are not

limited to: confined spaces, fall protection, hazardous energy control (lockout/tagout), trenching and excavation, machine guarding, materials handling and storage, etc.

**120. (Added-PACAF) Eligibility.** All PACAF NAF/wing/group/squadron organizations or assigned personnel.

**121. (Added-PACAF) Selection Criteria.** The PACAF Awards Board considers special accomplishments in all areas of mishap prevention and industrial safety:

121.1. (Added-PACAF) Results of Wing-level or HHQ inspections and assessments.

121.2. (Added-PACAF) Procurement of safety equipment, devices, and/or personal protection equipment.

121.3. (Added-PACAF) Support for local, HHQ, and federal safety campaigns.

121.4. (Added-PACAF) Incorporation and development of Job Safety Analysis (JSA).

121.5. (Added-PACAF) Development of RM techniques and procedures.

121.6. (Added-PACAF) Improvements related to the effectiveness of training.

121.7. (Added-PACAF) Identification of workplace hazards, and developing solutions or new safety best practices to overcome them.

121.8. (Added-PACAF) Demonstrating a significant improvement over previous conditions.

121.9. (Added-PACAF) Reporting “near misses” and “knock-it-off”.

121.10. (Added-PACAF) Participation in safety meetings.

121.11. (Added-PACAF) Reduction of work related injuries and mishaps and/or continued outstanding performance regarding mishap rates.

121.12. (Added-PACAF) Developed or improved job safety training plans or lesson plans.

**122. (Added-PACAF) Nomination Procedures.** Wings may submit one nomination. Include:

122.1. (Added-PACAF) Up to 10 bullets with concise description of specific achievements and how they were accomplished and contributed to the industrial safety program.

DARRELL D. JONES, Lt General, USAF  
DCS, Manpower, Personnel and Service

(PACAF)

JAMES S. SHIGEKANE, Colonel, USAF  
Director of Safety

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD36-28, *Awards and Decorations Programs*, 1 August 1997  
AFI24-101, *Passenger Movement*, 27 October 2004  
AFI36-2805, *Special Trophies and Awards*, 29 June 2001  
AFI36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009  
AFI65-601V1, *Budget Guidance and Procedures*, 3 March 2005  
AFI65-603, *Official Representation Funds*, 24 August 2011  
AFMAN33-363, *Management of Records*, 1 March 2008  
HAF Mission Directive 1-24, *Manpower and Reserve Affairs*, 15 December 2008  
HAF Mission Directive 1-32, *Manpower, Personnel and Services*, 1 July 2009

***Adopted Forms***

**AF IMT 847**, Recommendation for Change of Publication

**AF FORM 1206**, Nomination for Award

***Abbreviations and Acronyms***

**AF**—Air Force (as used on forms)  
**AF/A1**—The Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services  
**AFI**—Air Force Instruction  
**AFDW**—Air Force District of Washington  
**AFOTEC**—Air Force Operational Test and Evaluation Center  
**AFRC**—Air Force Reserve Command  
**ANG**—Air National Guard  
**Awards Board**—Air Force Safety Awards Board  
**DAF**—Department of the Air Force  
**DAFC**—Department of the Air Force Civilian DOD—Department of Defense  
**DRU**—Direct Reporting Unit  
**FOA**—Field Operating Agency FOD—Foreign Object Damage  
**GSU**—Geographically Separated Unit  
**AFIA**—Air Force Inspection Agency  
**AFSEC**—Air Force Safety Center  
**AFSEC/SEA**—Air Force Safety Center, Analyses & Integration Division

**AFPC/SVP**—Air Force Service Agency

**AF/A3O**—Current Operations

**AF/A4L**—Directorate of Logistics

**AF/SE**—Air Force Chief of Safety

**MAJCOM**—Major Command

**MOFE**—Memorandum of Final Evaluation

**NSC**—National Safety Council

**RM**—Risk Management

**SAF/MR**—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy



**Attachment 1 (PACAF)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

None.

***Prescribed Forms***

None.

***Adopted Forms***

None.

***Abbreviations and Acronyms***

**ADFSO** -- Additional-Duty Flight Safety Officer

**ADWSR** -- Additional-Duty Weapons Safety Representative

**BASH** -- Bird/Wildlife Aircraft Strike Hazard

**DUI** -- Driving Under the Influence

**DWI** -- Driving While Intoxicated

**FSO** -- Flight Safety Officer

**FSNCO** -- Flight Safety Non-Commissioned Officer

**ISB** -- Interim Safety Board

**JSA** -- Job Safety Analysis

**MACA** -- Midair Collision Avoidance

**MSR** -- Motorcycle Safety Representative

**SAFSO** -- Squadron-Assigned Flight Safety Officer

**SIB** -- Safety Investigation Board

**SIO** -- Single Investigating Officer

**UMD** -- Unit Manning Document

**USR** -- Unit Safety Representative

**WSM** -- Weapons Safety Manager

***Terms***

None.

**Attachment 2****CITATION FORMAT FOR SAFETY AWARDS****CITATION TO ACCOMPANY THE AWARD OF****THE AIR FORCE CHIEF OF SAFETY OUTSTANDING ACHIEVEMENT AWARD  
FOR GROUND SAFETY****CATEGORY II****TO****2D SPECIAL OPERATIONS WING**

The Air Force Chief of Safety Outstanding Achievement Award for Ground Safety, Category II, for fiscal year 2011 is presented to the 2d Special Operations Wing, Hurlburt Field, Florida. During this period, the wing oversaw an amazing turn-around in off-duty fatalities, reducing the number from nine during the previous two years to zero in 2011. Their world-class safety education programs trained more than 2,500 base personnel in a myriad of supervisory, motorcycle, and traffic safety subjects. Relevant world-wide, safety personnel supported safety programs and investigations in five countries, including the only United States military ground safety expert during humanitarian relief operations in the earthquake-damaged country of Haiti. Absolute professionals, their multi-faceted awareness program resulted in wing personnel safely navigating the 101 Critical Days of Summer and every major holiday. The distinctive accomplishments of the men and women of the 2d Special Operations Wing reflect great credit upon themselves, Air Force Special Operations Command, and the United States Air Force.

**NOTE:** Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 10 to 13 lines which properly describe the nominee's accomplishments or achievements.

**Attachment 3**  
**CITATION FORMAT FOR SAFETY AWARDS**  
**CITATION TO ACCOMPANY THE AWARD OF**  
**THE CHIEF OF SAFETY SPECIAL ACHIEVEMENT AWARD**  
**TO**  
**CAPTAIN JOHN J. DOE**

The Air Force Chief of Safety Special Achievement Award for fiscal year 2011 is presented to Captain John J. Doe, 23rd Air Refueling Wing, Travis Air Force Base, California. During this period, Captain Doe served as 23rd Air Refueling Wing, Chief of Flight Safety for 60 KC-135 aircraft, four flying squadrons, and over 400 aircrew members. Through superior program management, he led his office to garner an “Excellent” rating in the February 2011 Headquarters Air Mobility Command Unit Compliance Inspection. Additionally, Captain Doe further distinguished himself when he established a fully functioning group safety office, while serving as Chief of Safety for the 455th Air Expeditionary Group. While deployed, he facilitated the mishap-free multi-modal aerial delivery of 815 mine resistant ambush protected all terrain vehicles in support of Operation ENDURING FREEDOM. The safety awareness and risk management these accomplishments exhibit, reflect great credit upon Captain Doe, Air Mobility Command, and the United States Air Force.

**NOTE:** Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 10 to 13 lines which properly describe the nominee's accomplishments or achievements.

## Attachment 4

## AWARDS BOARD FLOW PROCESS

Figure A4.1. Awards Board Flow Process.

Figure A4.1. Awards Board Flow Process.

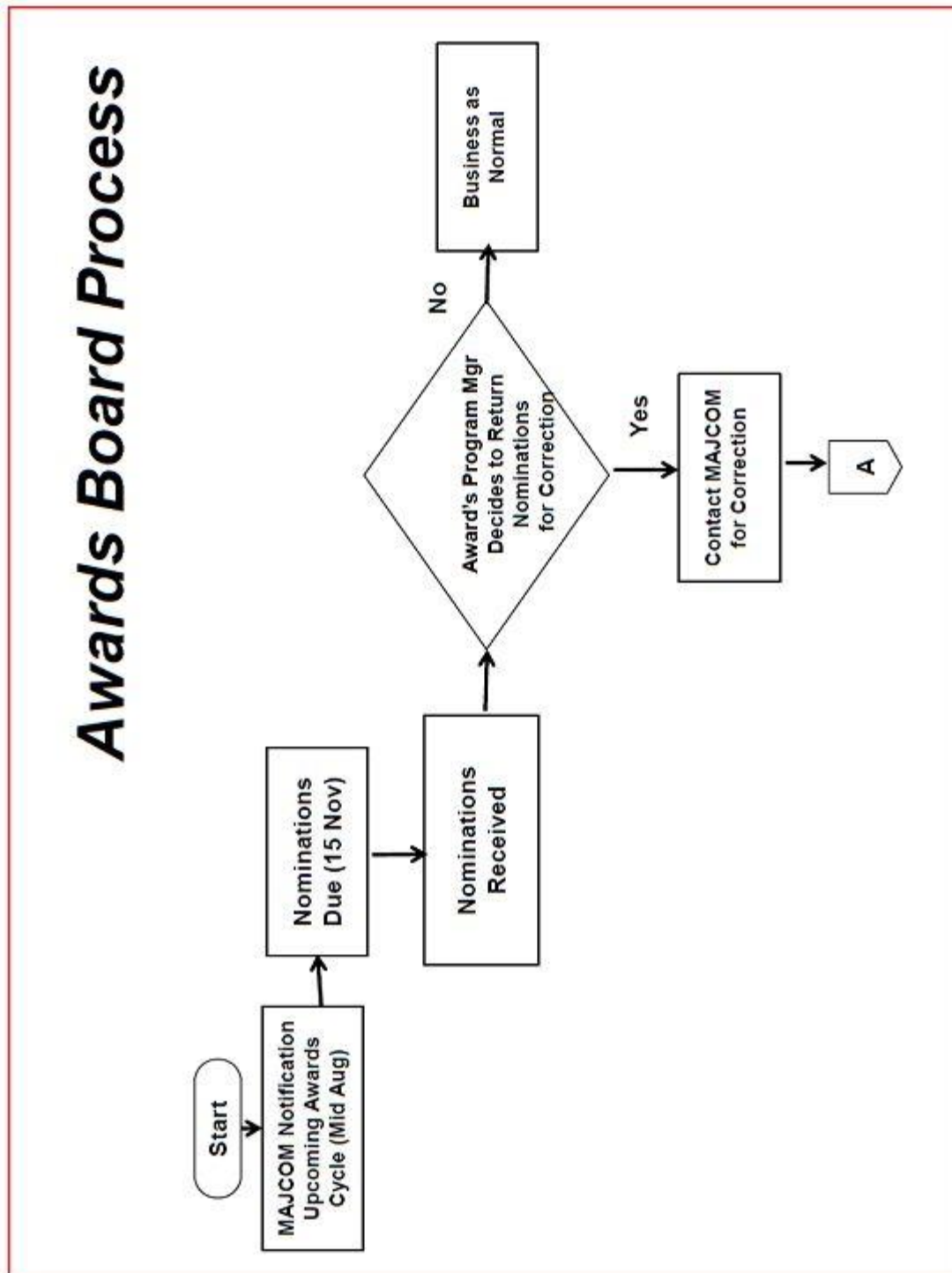


Figure A4.2. Awards Board Flow Process.

